

USING SHORT NAMES WHILE SEARCHING FOR VENDORS

How are short names used?

Short names in the vendor database are used to (1) identify types of organizations, (2) for a simpler way to find a vendor, or (3) as a place to use acronyms. The basic rules for short names entered by Vendor Registry are:

- Use the last name of an individual
- Enter as much of the business name in the field as possible. (This does not include using “The” or “A” in the short name field.)

Specific groups of organizations have standard short names to search for them by group name, then sort alphabetically in Name 1 to find the one you want.

a. Examples of organization types:

COUNTY	ND Counties
CITIES	ND Cities
FIRE DEPT	Fire Departments
AMBU	Ambulance Units
RESC	Rescue Units
AIRPORT	Airport Authorities
SCHOOL	All ND Schools
STATE	ND State Agencies

This list is not complete, and new ones may be added at any time.

For example, in voucher entry you can search for a vendor by using this look-up field:

Voucher

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Control Group ID:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Total Voucher Lines: 1

[Add](#)

[Find an Existing Value](#) [Add a New Value](#)

From here, you can search on either the Short Name or Name 1 (See the following web page for more tips about searching on Name1:

<http://www.nd.gov/spo/connectnd/manual/tips-searching-vendors.pdf>)

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Look Up Short Vendor Name

SetID:

Short Vendor Name:

Name 1:

Vendor ID:

Classification:

Enter "STATE" as the short name to find state agencies.

[Basic Lookup](#)

Search Results

[View All](#)

First [Last](#)

Short Vendor Name	Name 1	Vendor ID	Classification
STATE-040	ADJUTANT GENERAL OFFICE OF THE	0000001866	Supplier
STATE-041	ADMINISTRATIVE HEARINGS OFFICE OF	0000001867	Supplier
STATE-007	AERONAUTICS COMMISSION ND	0000001487	Supplier
STATE-042	AGRICULTURE ND DEPT OF	0000001868	Supplier
STATE SERV-001	AMERICAN ASSN STATE SERVICE COMMISSIONS	0000043372	Supplier
STATE ARCH-001	ARCHIVISTS COUNCIL OF STATE	0000042942	Supplier
STATE-044	ATMOSPHERIC RESOURCE BOARD	0000001870	Supplier
STATE-045	ATTORNEY GENERALS OFFICE	0000001871	Supplier
STATE-046	AUDITOR ND STATE	0000001872	Supplier
STATE AUTO-001	AUTOMOBILE MUTUAL INSURANCE CO STATE	0000077815	Supplier
STATE BANK-001	BANK & TRUST OF FARGO STATE	0000015627	Supplier
STATE BANK-007	BANK AND TRUST OF MOORHEAD STATE	0000077200	Supplier
STATE BANK-005	BANK OF BOTTINEAU STATE	0000029715	Supplier
STATE BANK-002	BANK OF HAWLEY STATE	0000024098	Supplier
STATE BANK-003	BANK OF MOORHEAD STATE	0000024773	Supplier
STATE-088	BANK OF ND	0000003178	Supplier
STATE-109	BANK OF NORTH DAKOTA	0000000640	Supplier
STATE-150	BAR OF ARIZONA STATE	0000061086	Supplier
STATE-031	BARLEY COUNCIL ND	0000001857	Supplier
STATE-100	BEEF COMMISSION	0000008495	Supplier
STATE-118	CAREER & TECHNICAL EDUCATION DEPT OF	0000027238	Supplier
STATE-096	CAREER AND TECHNICAL EDUCATION DEPT OF	0000008489	Supplier
STATE-038	CENTRAL SERVICES DIVISION	0000001864	Supplier
STATE CHEM-001	CHEMICAL MANUFACTURING CO STATE	0000005727	Supplier
STATE-152	CHIROPRACTIC EXMNRS ND STATE BOARD OF	0000069525	Supplier
STATE-004	CIVIL AND CRIMINAL JUSTICE	0000001869	Supplier

Click your mouse on the heading of "Name 1" to sort this column in alphabetical order.

Now you can search for the correct state agency by its name. Please note that the words "State" and "ND" are at the end – the primary words are used in the beginning of Name 1.

Some companies are referred to by a common name rather than their legal name.

a. Some of these common vendors are:

KMART	Big Kmart
FSA	Food Services of America
LUNCHROOM	Great Capital Lunch Room
MDU	Montana Dakota Utilities
RED CROSS	American Red Cross
UPS	United Parcel Service

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North Dakota colleges and universities have their acronyms as their short names. Since some of these institutions have more than one vendor, grouping them together by their acronym saves a lot of time when searching:

BSC	Bismarck State College
DSU	Dickinson State University
LRSC	Lake Region State College
MSU	Mayville State University
MSU	Minot State University
MSU-BOTT	Minot State University-Bottineau
NDSCS	North Dakota State College of Science
NDSU	North Dakota State University
UND	University of North Dakota
VCSU	Valley City State University
WSC	Williston State College

Many associations and organizations have names so long they are commonly referred to by their acronyms. What happens when more than one organization has the same acronym? **The only solution is to spell out the entire name in Name 1, then use the acronym in the short name for users to search on.**

Examples:

AACC	American Assoc of Community Colleges
AACC	American Association of Cereal Chemists
NACE	Colleges & Employers, Natl Assn of
NACE	Corrosion Engrs Intl, National Assn of
NACE	County Engineers, National Assn of
NDASCD	Supervision & Curriculum Dev, ND Assn for
NDASCD	Soil Conservation District, ND Assn of

In addition to the acronyms in the short name, the Name 1 field cannot start with “ND”, “National Association”, “Association of”, because the primary words need to be listed first. (The names starting with “American” are left alone because usually no one will try to abbreviate it as they might the words national, association, or North Dakota.)

In Purchase Orders, search for vendors by clicking on the magnifying glass next to ‘Vendor’ as shown on the next page:

USING SHORT NAMES WHILE SEARCHING FOR VENDORS

PO Form **Schedule**

Unit: 11000 PO: NEXT *PO Date: 08/31/2007

Vendor: *ID: [Lookup](#) [Details](#) *Buyer:

PO Status: Initial Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Sel	Line Item	Description	PO Qty	*UOM	Category	Amount	Curr	Status
<input checked="" type="checkbox"/>	1							Active

Merchandise: Adj Amt: 0.00 Total Amount: USD Backorder Status: None

*Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#)
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [More ...](#)

The following screen will pop up. Enter the short name you wish to search on and hit Enter. Depending upon how long the list is, you may want to sort on Name 1 by clicking the heading for that column.

SetID: SHARE

Vendor ID: begins with

Short Vendor Name: begins with NACE

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-5 of 5 Last

Vendor ID	Short Vendor Name	Name 1	Name 2	Our Customer Number	Old Vendor ID
0000072809	NACE-001	NACE INTERNATIONAL	(blank)	(blank)	(blank)
0000006715	NACE-002	COLLEGES & EMPLOYERS NATL ASSN OF	(blank)	0546	(blank)
0000025753	NACE-003	CORROSION ENGRS INTL NATIONAL ASSN OF LN: NACE INTERNATIONAL	(blank)	8374	(blank)
0000033586	NACE-005	COUNTY ENGINEERS NATIONAL ASSN OF	(blank)	2720	(blank)
0000051832	NACE-006	AUTOBODY CONGRESS & EXPO NATIONAL	(blank)	(blank)	(blank)